View Security Reports: Users by Role (FI)

To view users by role (FI) report, complete the following steps:

1. Click the **Reports** tab.
2. Click **Deposit Processing Reports**. The *View Reports* page appears.
3. Under **Security Reports**, click **User by Role (FI)**. The *Users by Role (FI)* page appears.
4. Select a user **Role**.
5. Select a **Report Format**.
6. Select **Yes** or **No** for a Report with Children.

Application Tip

Select the **Yes** option to generate a report that contains data for the selected Financial Institutions as well as all of the lower level Financial Institutions. Select the **No** option to generate a report that contains data only for the selected Financial Institutions.

Application Tip

TGA denotes a deposit processing OTC Endpoint; **CHK** denotes a check capture OTC Endpoint; **M** denotes a mapped accounting code; an open lock denotes access permission; and a closed lock denotes no access permission.

7. Select the **Financial Institution** to initiate the report. The report appears in a new window.

Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.